

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PERSONS ALREADY APPLIED NEED NOT RE-APPLY

THIS CANCELS AND SUPERSEDES THE BULLETIN ISSUED 3/13/06

LEGAL ANALYST

Office of the State Public Defender
801 K Street, Suite 1100
Sacramento, CA 95814
(916) 322-2676

OPEN SPOT EXAMINATION

This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

SPOT EXAM FOR

SACRAMENTO	6DE03
SAN FRANCISCO	6DE04

FINAL FILING DATE: April 11, 2006

HOW TO APPLY

Applications may be filed in person or by mail with:
Office of the State Public Defender
Testing Unit
801 K Street, Suite 1100
Sacramento, CA 95814
(See General Information on where to obtain an application.)

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.
If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

QUALIFICATIONS APPRAISAL INTERVIEW

No written test is required. The entire examination will consist of an interview. It is anticipated that interviews will be scheduled in April.

SALARY RANGE: \$ 3589 - 4363

THE POSITION

The Office of the State Public Defender provides appellate and post-conviction legal representation to persons found guilty of capital crimes and sentenced to death. The Legal Analyst will perform a variety of journey level analytical paralegal tasks related to the death penalty defense mission of this office. Duties include assisting attorneys in collecting and controlling information; analyzing and summarizing documents and other research information; locating potential witnesses; interviewing witnesses; performing general legal and legislative history research and other duties as required. Travel is required.

Positions exist with the Office of the State Public Defender in Sacramento and San Francisco.

ELIGIBLE LIST INFORMATION

The resulting eligible list will be used to fill vacancies in Sacramento and San Francisco. Names of successful competitors are merged into the list in order of final scores, regardless of eligibility dates. Eligibility expires 12 months after it is established.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: Minimum qualifications revised 3/21/2006

Qualifying experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other to meet the total experience requirement.

EITHER PATTERN I

Experience: Two years of experience in the California state service performing the duties of a Legal Assistant. (Applicants who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.) and
Education: Successful completion of six semester units of paralegal or undergraduate legal courses, with at least three units of which must be in legal research. (Candidates who have completed three semester units of paralegal course work necessary to fulfill the education requirements will be admitted to the examination, but they must submit evidence of completion of the required six units before they can be considered for appointment.)

OR PATTERN II

Experience: Two years of experience performing paralegal duties in a law firm, corporate law office, governmental or public law office, non-profit organization, educational institution, court, or other entity under the direction and supervision of a licensed attorney or judicial officer. and
Education: Twelve semester units in a legal or paralegal curriculum or equivalent to graduation from college.

EXAMINATION INFORMATION

A candidate may be tested only once during any 12-month period. This examination will consist of a qualifications appraisal interview only. To obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview.

QUALIFICATIONS APPRAISAL - WEIGHTED 100%

Scope: In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:
A. Knowledge of:
1. Basic legal concepts, terminology, principles and procedures.
2. Use of legal reference materials.
3. Role of a paralegal staff in a legal office.
B. Ability to:
1. Reason logically and accurately analyze situations.
2. Locate, review and summarize relevant documents.
3. Prepare reports which set forth facts, applications of relevant law and/or conclusions.
4. Interview clients, witnesses and experts.
5. Communicate effectively.
6. Read and understand statutes, court decisions, legal documents and similar material.
7. Work cooperatively with attorneys, members of the support staff, and the general public.

SEE REVERSE SIDE FOR MORE INFORMATION

VETERANS PREFERENCE CREDIT will be granted.

GENERAL INFORMATION

Applications are available at the State Personnel Board office or on their website (www.spb.ca.gov), local offices of the Employment Development Department and the Office of the State Public Defender.

For an examination without a written feature it is the candidate's responsibility to contact the Testing Unit in Sacramento, (916) 322-2676 six weeks after filing if he/she has not received a progress notice.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Office of the State Public Defender reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and San Francisco. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire after a period of one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans preference credit will be added to the final score of all open competitors in the examination who qualify for, and have requested, these points and who are successful in all parts of the examination. Directions for applying for veterans preference are on the Veterans Preference Application form which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 1559, Sacramento, CA 95807. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS CREDITS.

OFFICE OF THE STATE PUBLIC DEFENDER

Testing Unit
801 K Street, Suite 1100
Sacramento, CA 95814
Telephone: (916) 322-2676

California Relay (Telephone) Service for
the Deaf or Hearing Impaired:
From TDD Phones 1-800-735-2929
From Voice Phones 1-800-735-2922